CYBER SECURITY COMPUTER AWARENESS TRAINING

1.   PURPOSE

This program notice establishes the Grain Inspection, Packers and Stockyards Administration (GIPSA) policy for cyber security awareness training.

2.   EFFECTIVE DATE

This action is effective upon receipt.

3.   BACKGROUND

The Computer Security Act of 1987 defines users of IT systems and establishes minimum acceptable security practices for Federal computer systems: "Each Federal agency shall provide for the mandatory periodic training in computer security awareness and accepted computer security practices of all employees who are involved with the management, use, or operation of each Federal computer system within or under the supervision of that agency."

Office of Management and Budget (OMB) Circular No. A-130, Appendix III, dated February 8, 1996, "Security of Federal Automated Information Resources," establishes a minimum set of controls to be included in Federal IT security programs and assigns Federal agencies responsibility for security of automated information. Presidential Decision Directive 63 (PDD63), May 22, 1998, provides key Federal policy elements on critical infrastructure protection. This directive specifies that "there shall be vulnerability Awareness and Education Programs within both the government and the private sector to sensitize people regarding the importance of security and to train them in security standards, particularly regarding cyber systems."

Security training and awareness requirements are described in "Cyber Security Guidance on Computer Security Awareness Training Programs," CS-015 and in OPM Regulation 5 CFR 930, "Employees Responsible for the management of Use of federal Computer Systems," and the National Institute of Standards and Technology (NIST) special Publication 800-16, "Information Technology Security Training Requirements: A Role- and Performance-Based Model," dated April 1998.

Executive Order 13103, "Computer Software Piracy," dated September 30, 1998, requires training on the prevention of software piracy, NIST Special Publication 800-18, "Guide for Developing Security Plans for Information Technology Systems," December 1998, reiterates the requirement "to provide mandatory periodic training."

4. POLICY

GIPSA IT Security Staff, in cooperation with the GIPSA Training Staff, will develop, organize, implement, and maintain an IT systems security awareness training program to ensure the security of GIPSA information and IT resources and to establish requirements for formal training to be conducted at least annually. NIST Special Publication 800-16 shall be the recommended source for guidance and direction in the design of the computer security awareness training program in each USDA agency and staff office. OPM Regulation Title 5, Volume 2, Parts 930.301-305, provides specific legal requirements to provide training.

All GIPSA employees, contractors, subcontractors, grantees and co-operators involved in the management, use, design, development, maintenance or operation of an application or automated information system shall be made aware of their security responsibilities based on their need-to-know and trained to fulfill them. Training content shall assure that all groups specified above are versed in the rules and requirements pertaining to security of the respective Federal IT systems, which they access, operate, or manage. Training shall be consistent with guidance issued by the OMB and NIST Special Publication 800-16. Training must include software piracy prevention and appropriate software use training in compliance with Executive Order 13103, "Computer Software Piracy." GIPSA's IT staff will distribute security alerts and advisories, as needed and through appropriate media, to remind all groups of security practices or to inform them of new security issues.

New employees shall be trained within 60 days of hire as part of new employee orientation. Computer security awareness refresher training is required at least annually or whenever there is a significant change in IT direction, major system modifications, changes/upgrades in software utilized, or change of duties for continued access to GIPSA IT systems. The GIPSA Training Office shall retain copies of certifications (user acknowledgements) from employees receiving initial or annual computer security awareness training. These records will be subject to oversight reviews by Cyber Security (CS) and the training statistics will be reported in the annual Agency Overall Security Plan and Government Information Security Reform Act (GISRA) documents by each office. Security awareness training will be conducted for contractors, subcontractors, grantees, and co-operators as soon as possible after the contract or agreement is effective.

5. QUESTIONS

Direct questions to the GIPSA Information Systems Security Program at (202) 720-1741.

/s/

Donna Reifschneider
Administrator